

U.S. Mission - American Embassy Madrid, Spain

VACANCY ANNOUNCEMENT

No. 1-20

VISA CLERK – TEMPORARY – TWO POSITIONS

January 15, 2019

U.S. Mission: Madrid, Spain
Announcement Number: 1-20
Position Title: Visa Clerk
Opening Period: January 15, 2020 – January 29, 2020
Series/Grade: LE- 5 or FS-9
Salary: LE-5 Min: 26,344€ p.a.
FS-9 Min: \$36,2320 Actual FS salary determined by Washington D.C.
For more Info: Madrid_HR_Applications@state.gov
Who may apply: All Interested Applicants / All Sources

Please go to section on “How to apply”. Instructions must be strictly followed

Security Clearance Required: Local Security Certification or Public Trust
Duration of Appointment: Definite Not to Exceed 6 months
Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply

This position is subject to the availability of funds

Summary: The U.S. Mission in Madrid is seeking eligible and qualified applicants for the position of **Visa Clerk**.

The work schedule for this position is: Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (generally 1 week of receipt of agency authorization and/or clearance/certification) or their candidacy may end.

Supervisory Position: No

Duties:

Serves the public taking in applications and answering basic procedural questions regarding visa applications. Reviews applications for completeness, performs data entry, captures photos, takes fingerprints, scans documents, drafts clearance cables, prints visas, and performs quality assurance. Collects incoming mail, distributes it to appropriate boxes and takes outgoing mail to the mail room. Assists with filing. Coordinates with messenger to ensure all passports are returned to applicants in a timely manner and that the tracking of returned passports is clear. Performs other duties as needed.

Qualifications and Evaluations:

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Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education: High school diploma.

Requirements:

Experience: A minimum of one year of experience working with the public.

Job Knowledge: Work requires knowledge of Microsoft Word, Outlook, Excel and Internet.

Evaluations:

Language: Level 3 (good working knowledge) of English speaking/reading/writing. Level 3 (good working knowledge) of Spanish speaking/reading/writing. This may be tested.

Skills and abilities: Ability to organize work and set priorities. Must be able to prepare basic word processing documents in Spanish and English and must be able to perform data entry quickly and accurately. This will be tested. Must have the initiative and ability to work under pressure within the framework of a team. Must have the ability to deal courteously with the public. Must have the ability to learn new computer software.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

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** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

Additional selection criteria

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with a MBC rating below 100 points on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment unless they have a When Actually Employed (WAE) work schedule.

How to Apply: Applicants must submit a Universal Application for Employment (DS-174) which is available on the website <https://es.usembassy.gov/embassy-consulates/jobs/> to Madrid_HR_Applications@state.gov. To apply for this position, applicants should electronically submit the documents listed below. All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit
- Passport or DNI copy
- High school diploma

If applicable, for U.S. Veterans and former U.S. Government employees

- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

If candidate is asked to an interview, please also provide:

- Letter(s) of recommendation
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained in the website of the Embassy <https://es.usembassy.gov/embassy-consulates/jobs/>

Thank you for your application and your interest in working at the U.S. Mission in Madrid, Spain.

HR: KKLaver/ms
MGT: JBedessem

FMO: WBellamy
CONS:LPetrush

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